

# **Center for Educational Performance and Information (CEPI)**

## **Nonpublic School Personnel Report**

### **Application User's Guide**

**Fall 2006**

Questions?  
Contact: 517-335-0505  
e-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)



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## **Introduction**

This User's Guide is intended for all authorized users of the Nonpublic School Personnel Report Application. Along with this document, please read the Data Field Descriptions and any addenda posted to the Nonpublic School Personnel Report Web page at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on the link "Nonpublic School Personnel Report" located under Quick Links on the right navigation bar. The User's Guide is divided into sections to correlate with the online application and includes general information about each field to be submitted, instructions for using the data entry system, and how to create reports of the data submitted.

## **General Information**

### **What information is entered into the Nonpublic School Personnel Report?**

The Nonpublic School Personnel Report is designed to collect basic employment elements relating to all nonpublic school personnel. Personnel data must be submitted via the Internet once each year in the fall. Data are entered and edited online.

Data compiled via the Nonpublic School Personnel Report will be used to meet the requirements of the school safety legislation. Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

### **When is the Nonpublic School Personnel Report due?**

The application is open from August 15, 2006 through October 6, 2006. The deadline is October 6, 2006.

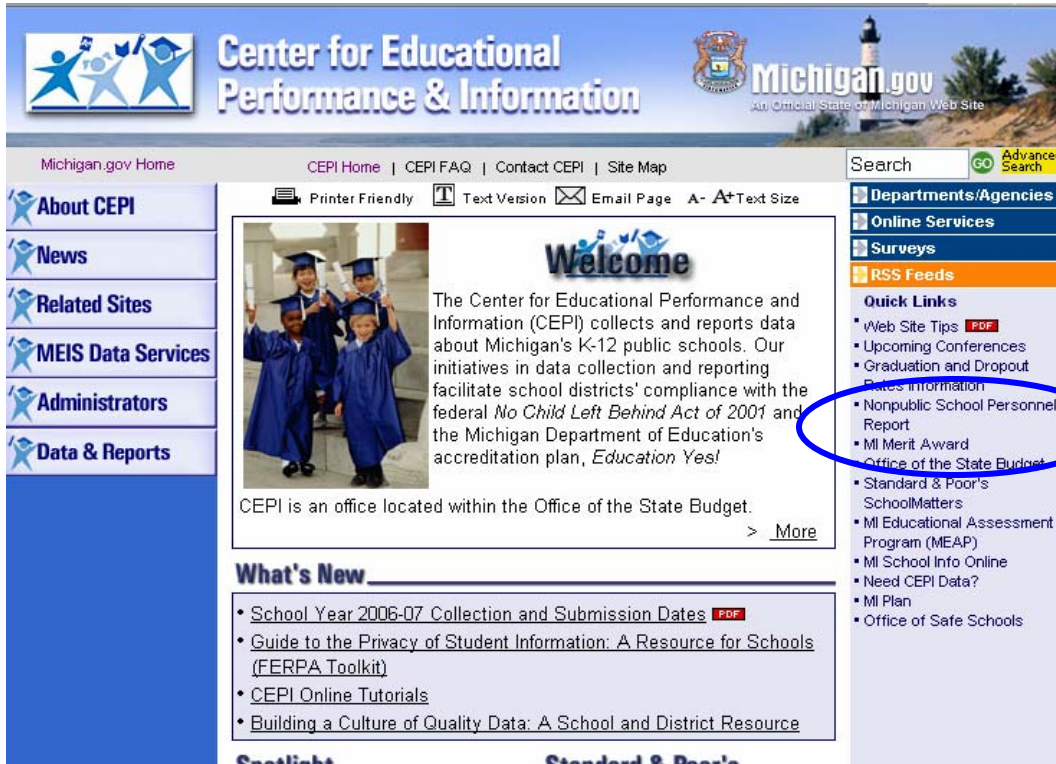
## **Need help?**

### **Michigan Education Information System (MEIS) Account or Password**

If you have problems with your MEIS account or password while you are using the Nonpublic School Personnel Report Application on the MEIS system, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

## Nonpublic School Personnel Report Content Information and Resource Materials

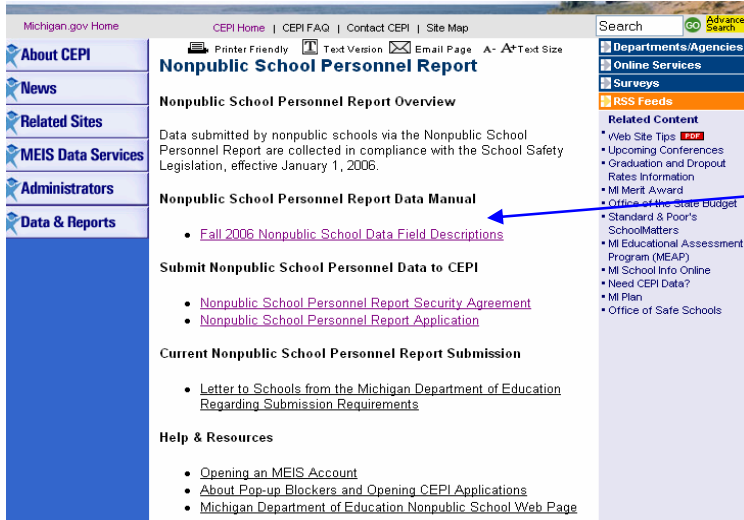
For detailed information about the Nonpublic School Personnel Report, please visit the CEPI Web site at [www.michigan.gov/CEPI](http://www.michigan.gov/CEPI). Click on the "Nonpublic School Personnel Report" link located on the right navigation bar under the heading Quick Links. This link will provide information about the submission of the Nonpublic School Personnel Report, such as the Data Field Descriptions, current submission information, resource materials, access to the application and the Security Agreement.



For questions regarding report content, please e-mail [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov) or call the DIT Client Service Center at 517-335-0505. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

## Nonpublic School Personnel Report Data Field Descriptions

The Nonpublic School Personnel Report Data Field Descriptions document is posted on the CEPI Web site at [www.michigan.gov/CEPI](http://www.michigan.gov/CEPI). Click on "Nonpublic School Personnel Report" located on the right navigation bar under the heading Quick Links (illustrated above). The Nonpublic School Personnel Report Data Field Descriptions can be found under the heading "Nonpublic School Personnel Report Data Manual" at this site.



**Be sure to print the Fall 2006 Data Field Descriptions and any Addenda that may be posted in the Nonpublic School Personnel Report Data Manual section.**

## Application Startup and Security

### Authorized User – Your MEIS Account

The Nonpublic School Personnel Report Application is available to individuals who first obtain an MEIS Account (MEIS Account number, user name and password) and then receive authorization via a security application for the Nonpublic School Personnel Report Application. If you do not have an MEIS account, go to the MEIS Web site at <https://www.cepi.state.mi.us/MEISpublic/> (screen below). You may use the same MEIS account number for all MEIS applications, but a separate security agreement is required for each application you are authorized to access.

All questions concerning your MEIS account number and/or password should be directed to the DIT Client Service Center at 517-335-0505 or [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

### Create your MEIS Account

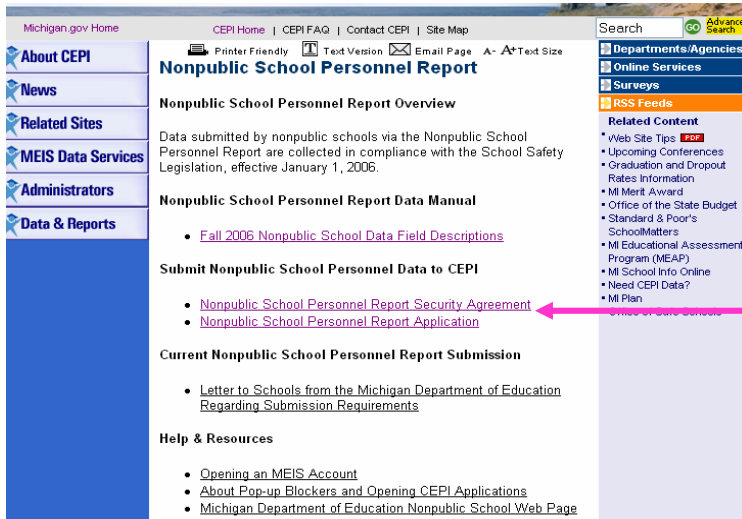
To create your MEIS account number and password, go to the MEIS Web site at: <https://www.cepi.state.mi.us/MEISpublic/>. Follow the directions on this page to obtain your MEIS Account (MEIS Account number, user name and password) or to update your MEIS Account information.

The following screen will appear:

The screenshot shows the MEIS User Management System login screen. It includes a welcome message, instructions for new and existing users, and a login form with fields for Login, Password, and a Login button.

## Security Agreement

After you have established your MEIS account, download the Nonpublic School Personnel Report Security Agreement from the MEIS Data Services page on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on "Nonpublic School Personnel Report" located under the Quick Links on right navigation bar. The Security Agreement is located in the box titled, **Submit Nonpublic School Report Data to CEPI**. Follow the directions on the security form, and once you have completed the Nonpublic School Personnel Report Security Agreement and it has been processed at the DIT Client Service Center, you will receive an e-mail notification that you have access to the application. Once you have security access to the application, you are ready to begin.



*Click here on the Web site to obtain a copy of the Nonpublic School Personnel Report Application Security Agreement.*

## Nonpublic School Personnel Report Application

### Accessing the Nonpublic School Personnel Report Application

The Nonpublic School Personnel Report Application may be accessed through two sites:

- 1) Click on the "Nonpublic School Personnel Report Application" under the heading Submit Nonpublic School Personnel Report Data to CEPI.

#### Submit Nonpublic School Personnel Data to CEPI

- Nonpublic School Personnel Report Security Agreement
- Nonpublic School Personnel Report Application

*Click here on the Web site to access the Nonpublic School Personnel Report Application.*

- 2) The Nonpublic School Personnel Report Application is also available via the Michigan Department of Education's Nonpublic School Home Page under the heading Nonpublic School Personnel Report at: <http://www.michigan.gov/npshts>

**Nonpublic School Membership Report**

- [Nonpublic Schools Membership Report \(SM-4325\)-Form](#) **PDF**
- [Nonpublic Schools Membership Report \(SM-4325\)-Instructions](#) **PDF**
- [Nonpublic and Home School Letter](#) **PDF**
- [Nonpublic School Letter \(Previously Registered\)](#) **PDF**

**Nonpublic School Personnel Reports**

There is currently no content in this category.

**Criminal History Check Laws**

- [School Employee Criminal History Checks and Conviction Legislation Information](#)
- [State Criminal History Checks](#) **PDF**
- [FBI Criminal History Checks](#) **PDF**
- [FOIA Exemption](#) **PDF**
- [Criminal History Checks - All School Employees](#) **PDF**

## MEIS Login Screen

When you click on "Nonpublic School Personnel Report Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

**REP | Registry of Educational Personnel**

**Educational Personnel**

This login screen provides access to the Public Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the districts and nonpublic schools/facilities to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school/facility superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.


For more information, please choose from the following options:

<p><b>Registry of Educational Personnel</b></p> <ul style="list-style-type: none"> <li>• <a href="#">REP Data Field Descriptions</a> <b>PDF</b></li> <li>• <a href="#">REP Addendum</a> <b>PDF</b></li> <li>• <a href="#">REP User's Guide</a> <b>PDF</b></li> <li>• <a href="#">REP FAQs</a> <b>PDF</b></li> <li>• <a href="#">REP Security Agreement Form</a> <b>PDF</b></li> <li>• <a href="#">CDX Security Agreement Form</a> <b>PDF</b></li> <li>• <a href="#">Obtaining a MEIS Account</a></li> </ul>	<p><b>Nonpublic School Personnel Report</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Nonpublic School Personnel Report Data Field Descriptions</a> <b>PDF</b></li> <li>• <a href="#">Nonpublic School Personnel Report User's Guide</a> <b>PDF</b></li> <li>• <a href="#">Nonpublic School Personnel Security Agreement Form</a> <b>PDF</b></li> <li>• <a href="#">Obtaining a MEIS Account</a></li> </ul>
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**MEIS Login**

User Name:

Password:



[Forgot your password?](#)



Type your MEIS User Name and Password

To enter your password into the login screen:

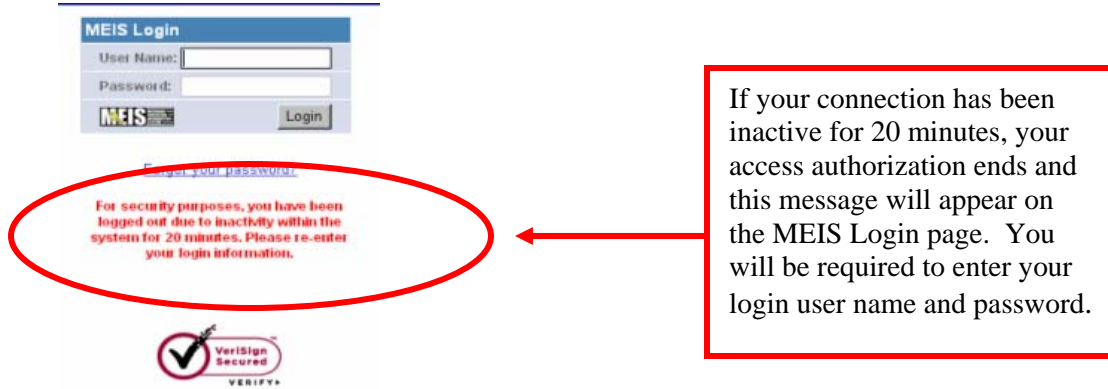
1. Click in the **Login** box.
2. Type your **Login User Name**.
3. Press the **Tab** key to go to the **Password** box or put your cursor in the **Password** box.
4. Type your **Password**.
5. Click on the **Login** button.

If you need assistance, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).



## System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit Nonpublic School Personnel Report Data for this Employee" for the data to be saved.



## Access Denied

### Access Denied?

If you have entered your MEIS login name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

## Online Customer Support Materials

**REP | Registry of Educational Personnel**

### Educational Personnel

This login screen provides access to the Public Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the districts and nonpublic schools/facilities to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school/facility superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Educational Personnel	Nonpublic School Personnel Report
<ul style="list-style-type: none"> <li><a href="#">REP Data Field Descriptions</a> PDF</li> <li><a href="#">REP Addendum</a> PDF</li> <li><a href="#">REP User's Guide</a> PDF</li> <li><a href="#">REP FAQs</a> PDF</li> <li><a href="#">REP Security Agreement Form</a> PDF</li> <li><a href="#">CDX Security Agreement Form</a> PDF</li> <li><a href="#">Obtaining a MEIS Account</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Nonpublic School Personnel Report Data Field Descriptions</a> PDF</li> <li><a href="#">Nonpublic School Personnel Report User's Guide</a> PDF</li> <li><a href="#">Nonpublic School Personnel Security Agreement Form</a> PDF</li> <li><a href="#">Obtaining a MEIS Account</a></li> </ul>

### MEIS Login

User Name:

Password:

[Forgot your password?](#)

Need help with your password? Click here.

For direct access to customer support materials, click on a link.

## Nonpublic School Personnel Report Application Menu Options

Once you log in, the following Nonpublic School Personnel Report Application Welcome screen will appear. To access an option, click on it.

The screenshot shows the 'Nonpublic School Personnel Report Main Menu' for the Center for Educational Performance & Information (CEPI) in Michigan. The header includes the CEPI logo, the text 'Center for Educational Performance & Information', and the Michigan.gov logo. Below the header, there are links for 'Michigan.gov Home', 'CEPI Home', 'User's Guide', and 'Teacher Verification'. The main menu title is 'Nonpublic School Personnel Report Main Menu'. The welcome message reads: 'Welcome to the Nonpublic School Personnel Report'. A dropdown menu for 'Your School/Facility:' is shown with the selected option 'Kalamazoo Country Day (00058)' and the address '4221 E. Milham Road, Portage'. Below this, there are two main sections: 'Data Submission' and 'Reports'. The 'Data Submission' section includes the text 'To submit and update personnel data, select from the following:' and two links: 'Online Single Submission Form' and 'Personnel Submitted'. The 'Reports' section includes the text 'To view a report or download personnel data, select from the following options:' and two links: 'Download NPSPR Data File' and 'Employee Listing by School/Facility'. Annotations with arrows point to the dropdown menu, the 'Online Single Submission Form' link, and the 'Employee Listing by School/Facility' link. A text box on the right says 'School name and address will display as illustrated.' Another text box on the right says 'Click on the application function desired.'

Michigan.gov Home | CEPI Home | User's Guide | Teacher Verification

**Nonpublic School Personnel Report Main Menu**

Welcome to the Nonpublic School Personnel Report

Your School/Facility: Kalamazoo Country Day (00058)  
4221 E. Milham Road, Portage

**Data Submission**  
To submit and update personnel data, select from the following:  
• [Online Single Submission Form](#)  
• [Personnel Submitted](#)

**Reports**  
To view a report or download personnel data, select from the following options:  
• [Download NPSPR Data File](#)  
• [Employee Listing by School/Facility](#)

Data submitted via the Nonpublic School Personnel Report are used to comply with the School Safety Legislation, effective January 1, 2006.

School name and address will display as illustrated.

Click on the application function desired.

### Single Submission Form

For the submission of a single record, click on "Online Single Submission Form" on the Main Menu of the Nonpublic School Personnel Report Application. Each section is described separately. The fields are presented by section as they appear in the online application. Be sure to refer to the Nonpublic School Personnel Report Data Field Descriptions for each field submitted for complete information regarding the required data elements. The Nonpublic School Personnel Report Data Field Descriptions provide detailed information about each field in the application.

#### Data Submission

To submit and update personnel data, select from the following functions:

- [Online Single Submission Form](#)
- [Personnel Submitted](#)

Click here.

After you click on "Online Single Submission Form," the following screen will appear:

## Enter New Employee

### Personnel

Enter the Social Security number in the box provided. After data are entered, click on "Go" in the appropriate box to advance to the next screen.

## Edit Record

To edit a record previously submitted, click on Personnel Submitted, and then click on the PIC when the screen appears.

After clicking on "Go", the following submission screen will appear:

**New Personnel**

Employee Data		
(1) Date of Count: 10/06/2006	(2) School/Facility: 00058	District: 39140
(3) First Name: <input type="text"/>		
(4) Middle Name: <input type="text"/>		
(5) Last Name: <input type="text"/>		
(7) Date of Birth (mm/dd/yyyy): <input type="text"/> / <input type="text"/> / <input type="text"/>	SSN (XXX-YY-ZZZZ): <input type="text"/>	

Measurement Data	
(8) Gender: <input type="text"/>	(9) Racial/Ethnic Category
(10) Date of Termination (mm/dd/yyyy): <input type="text"/> / <input type="text"/> / <input type="text"/>	American Indian or Alaska Native: <input type="text"/>
	Asian American: <input type="text"/>
	Black or African American: <input type="text"/>
	Native Hawaiian or Other Pacific Islander: <input type="text"/>
	White: <input type="text"/>
	Hispanic or Latino: <input type="text"/>

You must click this button to submit this employee's data to the Nonpublic School Personnel Report database

[Nonpublic School Personnel Report Main Menu](#)

Click here to submit the data.

## Employee Data

### Fields 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

The numbers in each box indicate the number of the field in the Nonpublic School Personnel Report Data Field Descriptions. Please refer to the Nonpublic School Personnel Report Data Field Descriptions for complete information about the field requirements.

The screenshot shows the 'Employee Data' form. At the top, there is a blue header bar with the text 'Employee Data'. Below this, the form is divided into several sections. The first section contains three fields: (1) Date of Count: 10/06/2006, (2) School/Facility: 00058, and District: 39140. Arrows point from these fields to a callout box on the right. Below these are three text input fields for (3) First Name, (4) Middle Name, and (5) Last Name. At the bottom, there are two more fields: (7) Date of Birth (mm/dd/yyyy) and SSN (xxxxxyzzzz).

Fields 1, 2 and the district code will be automatically populated when this screen appears.

**Note:** Field 1: Date of Count and Field 2: School/Facility are prepopulated in the online application with the appropriate date of count and the authorized user's school/facility number.

### Field 1: Date of Count

The date of count is the due date for submission of the Nonpublic School Personnel Report data. For 2006, the date of count is 10/06/2006 and is prepopulated in the application.

### Field 2: School/Facility Number

This is the operating number for the school/facility. This code is the state-assigned school/facility number and identifies the school/facility where the staff member is employed. This field is prepopulated in the application.

### Field 3: Last Name

This field is required for all personnel. This is the staff member's last name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

**Programming edits:** If this field is left blank, a fatal error will be reported.

#### **Field 4: First Name**

This field is required for all personnel. This is the employee's first name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

**Programming edits:** If this field is left blank, a fatal error will be reported.

#### **Field 5: Middle Name**

This field is submitted for all personnel when applicable. This is the employee's middle name (when applicable). When submitting data in this application, punctuation marks are not permitted. A period is permitted for a middle initial (i.e. L.) In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

**Programming edits:** Blanks accepted.

#### **Field 6: Social Security Number**

This field is required for all personnel. This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces, e.g., 333-22-4444 is entered as 333224444.

**Programming edits:** This field must be reported, or a fatal error will be reported.

#### **Field 7: Date of Birth**

This field must be reported for all personnel. This is the date of birth of the staff member employed in the school.

**Programming edits:** If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years prior to July 1 of the submission year, or a fatal error will be reported.

## Measurement Data Fields 8, 9, and 10

Measurement Data	
(8) Gender <input type="text"/>	<b>(9) Racial/Ethnic Category</b> American Indian or Alaska Native: <input type="text"/> 0 Asian American: <input type="text"/> 0 Black or African American: <input type="text"/> 0 Native Hawaiian or Other Pacific Islander: <input type="text"/> 0 White: <input type="text"/> 0 Hispanic or Latino: <input type="text"/> 0
(10) Date of Termination (mm/dd/yyyy): <input type="text"/> / <input type="text"/> / <input type="text"/>	

### Field 8: Gender Code

This field applies to all personnel. This is the gender of the staff member employed in the school. Report an "F" for female or an "M" male.

**Programming edits:** If the code is invalid or blank, a fatal error will be reported.

### Field 9: Racial/Ethnic Code

This field applies to all personnel. This is the race/ethnicity of the staff member employed by the school. The primary racial/ethnic choice is represented with a "1", the second choice is a "2", the third a "3", the fourth a "4", the fifth a "5", and the sixth a "6". Type the number in the appropriate box(es) for the data for each employee.

Identify the race/ethnicity of the staff member. Refer to Field 9: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

**Programming edits:** If the code is invalid or blank, a fatal error will be reported. At least one of the six categories must be submitted with a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

### Field 10: Date of Termination/Separation of Employment

This field applies to all personnel. This is the date of termination of the staff member. This field will be left blank for the fall 2006 data submission. Submission of any termination dates necessary for staff members will begin with the fall 2007 submission.

## Personnel Identification Code (PIC)

### Field 11: Personnel Identification Code (PIC)

The application produces the PIC. For new record submissions, the PIC will be assigned when the record is saved. The PIC appears at the top of the online submission screen for each record after the record has been saved.

**Center for Educational Performance & Information** Michigan.gov

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

**Nonpublic School Personnel Report Submitted**

**Icon Legend**

- ✓ Personnel record updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete.

**Kalamazoo Country Day**

Records updated for this submission cycle: 12

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

[Print Page](#)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓	40	BROWN			06/28/1975	F
✓	9	BROWN			01/24/1965	F
✓	8	GLENN	JOHN		04/15/1976	M
✓	7	GREEN	LAURA	E.	01/01/1990	F
✓	12	GREEN	SAMI		01/15/1970	M

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**Nonpublic School Personnel Report Single Submission**

**PIC: 8** ← **PIC**

**Employee Data**

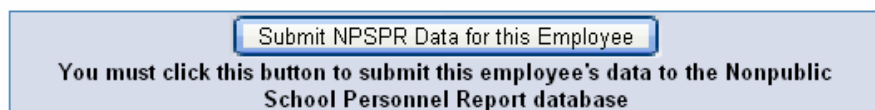
(1) Date of Count: 10/06/2006	(2) School/Facility: 00058	District: 39140
(3) First Name: JOHN		
(4) Middle Name: 		
(5) Last Name: GLENN		
(7) Date of Birth (mm/dd/yyyy): 4 / 15 / 1976		SSN (xxx-yy-zzzz): 



## Saving a Record/Updating a Record

After all data are entered for a record, click on "Submit NPSPR Data for this Employee." The data will then be error-checked and either:

- 1) Saved as a valid record; *OR*
- 2) Reported with an error message(s).



[Nonpublic Personnel Main Menu](#)

## Saved as Valid Record

If the data entered produces a valid record, the following screen will appear:



### Record submitted successfully!

Thank you for submitting data for PIC 40

You may review your district's submission by accessing the Personnel Submitted section.

[View your Personnel Submitted](#)

[Click here to add a new record](#)

[Nonpublic School Personnel Report Main Menu](#)

You may either click on [View your Personnel Submitted](#) to view a listing of all of your school's personnel previously submitted, click on [Click here to add a new record](#), or click on [Nonpublic Personnel Main Menu](#) to return to the main menu for other options.

## Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:



### Errors Found!

[Field 4] First Name, a required field, is missing.

[Field 6] Social Security Number, a required field, is missing.

[Field 8] Gender Code, a required field, is missing.

[Field 9] At least one of the positions in the Racial/Ethnic Code must contain a '1'.

[Click here to return to the form and correct the errors](#)



To make the necessary edits on the record, click on [Click here to return to the form and correct the errors.](#) You will then be directed to the submission screen to make the corrections. Once all errors have been edited, click on "Submit NPSPR Data for this Employee" again. If the record is error-free, it is then saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. Only error-free records can be saved.

When the record is saved as a valid record, you may use [Click here to add a new record](#) to return to a new entry screen, click on [Click here to View your Personnel Submitted](#), or click on [Nonpublic Personnel Main Menu](#) to return to the main menu for other options.

## Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."

Center for Educational Performance & Information Michigan.gov

[Michigan.gov Home](#) | [CEPI Home](#) | [User's Guide](#) | [Teacher Verification](#) | [Contact Help Desk](#) | [Logout](#)

### Nonpublic School Personnel Report Main Menu

Welcome to the Nonpublic School Personnel Report

Your School/Facility: Kalamazoo Country Day (00058)  
4221 E. Milham Road, Portage

#### Data Submission

To submit and update personnel data, select from the following options:

- [Online Single Submission Form](#)
- [Personnel Submitted](#)

**Click on Personnel Submitted.**

#### Reports

To view a report or download personnel data, select from the following options:

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Data submitted via the Nonpublic School Personnel Report are used to comply with the School Safety Legislation, effective January 1, 2006.

The following Personnel Submitted Report will appear, showing a list of the personnel who have been submitted by your school. For this first submission of nonpublic school personnel, each record submitted will show a green check mark (✓). When all of the personnel records have been submitted for your school/facility, your submission is complete.

To review a record that has been submitted for the school's personnel, click on the PIC for the employee you wish to review. The Nonpublic School Personnel Report Application screen will appear with the employee's previously submitted data. See the illustrations that follow:



## Nonpublic School Personnel Report Submitted

**Icon Legend**

✓ Personnel record updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete.

### Kalamazoo Country Day

**Records updated for this submission cycle:**

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, you must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

[Print Page](#)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓	40	BROWN	JULIE		06/28/1975	F
✓	9	BROWN	MOLLY			F
✓	8	GLENN	JOHN			M
✓	7	GREEN	LAILA			F
✓	12	GREEN	SAMI		01/15/1970	M
✓	39	JACKSON	JACKIE	J	04/15/1975	F

To learn more about how to verify/update a record, click here. (See instructions below.)

After the employee record is updated or verified, click on **"Submit NPSPR Data for this Employee"** at the bottom of the submission screen. If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

## Help Window -- Information regarding Personnel Update Instructions

**Icon Legend**

✓ Personnel record updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete.

### Kalamazoo Country Day

**Records updated for this submission cycle:** 12

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

[Print Page](#)

[Submit NPSPR Data for this Employee](#)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓	40	BROWN	JULIE		06/28/1975	F
✓	9	BROWN	MOLLY			F
✓	8	GLENN	JOHN			M
✓	7	GREEN	LAILA			F
✓	12	GREEN	SAMI		01/15/1970	M
✓	39	JACKSON	JACKIE	J	04/15/1975	F

Click here to return to Personnel Submitted Screen.

**https://tds.cepi.state.mi.us - CEPI - ...**

To update a record, click on the PIC number button of the personnel record under the PIC column. The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click 'Submit NPSPR for this Employee'. The record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✓) next to that record.

[Click here to close this window](#)

## Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle. This report can be found on the Main Menu application.

**Icon Legend**

✓ Personnel record updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete.

**Kalamazoo Country Day**

Records updated for this submission cycle: **12**

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

[Print Page](#)

Sub. Status	PIC	Last Name	First Name	Middle Name	Date of Birth	Gender
✓	40	BROWN	JULIE		06/28/1975	F

The total number of records submitted will appear at the top of the report.

Click here to print a copy of the Personnel Submitted Report.

## Deleting a Record

Records may only be deleted from the Nonpublic School Personnel Report database by CEPI personnel. **Only those records for individuals who have never worked for your school or duplicate records submitted in error may be deleted from your file.** Employees who have retired or terminated employment with the school will not be deleted.

To request to have a record deleted from your file, you must do the following:

1. Send an e-mail message to [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).
2. Subject line: REMOVE EMPLOYEE.
3. Message: School name and school number followed by the employee's PIC number and name. Include a school contact name and phone number.
4. A Help Ticket will be created for you, and the employee(s) will be removed from your school by CEPI.
5. **Note: If you are requesting removal of a duplicate record, the original record submitted by your school will be retained in your Nonpublic School Personnel Report file.**

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your school or for duplicate records submitted in error.

***If you request to delete a record in error, you will be required to resubmit that record.***

## Reports Available to Schools

In addition to the Personnel Submitted Report, there are two reports available to the schools:

- 1) Download NPSPR Data File
- 2) Employee Listing by School.

### Reports

To view a report or download personnel data, select from the following options:

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Reports – Click on the report you wish to access.

## Employee Listing by School

This report lists employees for whom records were successfully submitted by the school. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Racial/Ethnic Code.

The following information screen will appear when you click on "Employee Listing by School":

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

### Employee Listing by School/Facility

The Employee Listing by School/Facility allows you to download your school/facility's employee data in a tab-delimited file.

The file contains the following fields:

- Personnel Identification Code (PIC)
- Last Name
- First Name
- Middle Name
- Social Security Number (SSN)
- Date of Birth (DOB)
- Gender
- Race/Ethnicity

Click on the "Download Employee Listing" button below to retrieve your Employee Listing by School/Facility. Upon the completion of the download, you may view the file in your default application for reading text files (e.g., Notepad) or open the file in a spreadsheet application such as Excel.

[Download Employee Listing](#)

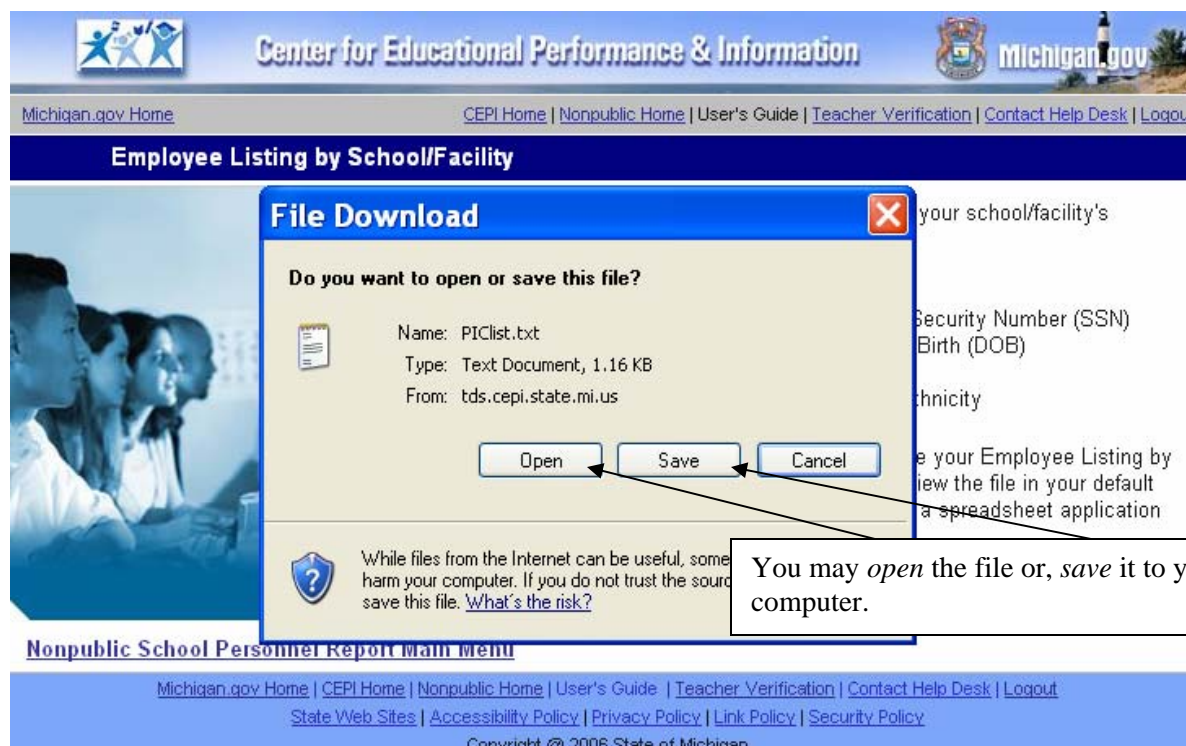
**Nonpublic School Personnel Report Main Menu**

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Sec

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The [File Download](#) will appear when you click on [Download Employee Listing](#).





The data file will appear as follows:

C:\Documents and Settings\EricksonL\Desktop\PIClist.txt

This file lists all employees on file with Nonpublic School Personnel in Kalamazoo County Day (C)

NOTE: Each field is separated by a TAB character.

Format is as follows: PIC, Last Name, First Name, Middle Name, SSN, DOB, Gender, Race/Ethnicity

---Beginning of Results---

PIC	Last Name	First Name	Middle Name	SSN	DOB	Gender	Race/Ethnicity
8	GLENN	JOHN		345960293	4/15/1976	M	Asian American, White
7	GREEN	LAURA	E.	123546989	1/1/1990	F	Asian American
4	JONES	JACK		159753125	1/13/1972	M	Asian American
10	SMITHSON	NICHOLAS	J	848558899	5/22/1980	M	White

The file may be formatted in an Excel spreadsheet for your records.

**Microsoft Excel - Book1**

File Edit View Insert Format Tools Data Window Help Adobe PDF

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	A	B	C	D	E	F	G	H
	PIC	Last Name	First Name	Middle Name	Social Security Number	Date of Birth	Gender	Race/Ethnicity
1	8	GLENN	JOHN		XXXXXXXXXX	4/15/1976	M	Asian American, White
2	7	GREEN	LAURA	E.	XXXXXXXXXX	1/1/1990	F	Asian American
3	4	JONES	JACK		XXXXXXXXXX	1/13/1972	M	Asian American
4	10	SMITHSON	NICHOLAS	J	XXXXXXXXXX	5/22/1980	M	White
5	9	USERS	TEST		XXXXXXXXXX	12/25/1965	F	Native Hawaiian or Other Pacific Islander, White
6	11	WILLIAMS	WILLIAM	W	XXXXXXXXXX	5/5/1980	F	White
7								
8								

## Download Nonpublic School Personnel Report Data File

This selection will provide a downloadable XML file of the data submitted for the current submission cycle.

### Reports

To view a report or download personnel data, select from the following options:

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Click here.

CEPI has received requests from schools to provide a method to download the Nonpublic School Personnel data that your school has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Netscape). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your school to have a permanent record of the data that it has successfully submitted to CEPI at any given time. CEPI recommends keeping a record/report of all data submission.

### The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the data are stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

```
<NonpublicData>
  <PersonnelRecord>
    <PIC>
    <DateOfCount />          - Date (mm/dd/yyyy)
    <Isd />                  - Text (NN)
    <School/>                - Text (NNNNN)
    <LastName />             - Text
    <FirstName />            - Text
    <MiddleName />           - Text
    <SocialSecurityNumber /> - Text (NNNNNNNNNN)
    <DateOfBirth />          - Date (mm/dd/yyyy)
    <GenderCode />           - Text (A)
    <RacialEthnic>
      <RacialEthnicCode1 />   - Boolean (0 or 1)
      <RacialEthnicCode2 />   - Boolean (0 or 1)
      <RacialEthnicCode3 />   - Boolean (0 or 1)
      <RacialEthnicCode4 />   - Boolean (0 or 1)
      <RacialEthnicCode5 />   - Boolean (0 or 1)
      <RacialEthnicCode6 />   - Boolean (0 or 1)
    </RacialEthnic>
    <DateOfTermination>      - Date (mm/dd/yyyy)
  </PersonnelRecord>
</PersonnelRecord>
```

### Using Microsoft Access to view the XML data file

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access 2000 or lower. To import your Nonpublic School Personnel Report XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data," and then select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the XML Documents option.
5. Locate the saved XML file on your computer, select that file, and click the Import button.
6. The Import XML dialog box will appear.
7. Click OK.

You should get a message box that says "Finished importing document..." Click OK and your Access XP database will be set up and contain your school's data.

**Information on the table structure:** The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, SSN, etc. The RacialEthnic table contains the racial/ethnic codes and values (refer to the Nonpublic School Personnel Report Data Field Descriptions for an explanation of the codes). Complete personnel information can be found by using this relationship.

### Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel XP as well. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or lower. To open your XML data file in Excel XP, simply follow these steps:

1. Start Microsoft Excel XP.
2. Under the File menu, select the Open... option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled Files of type:. Scroll down through that list and select the XML Files option.
4. Locate the saved XML file on your computer, select that file, and click the Open button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.